

## Re: IT Tip-15 ways to select text in a Word document

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Microsoft Word

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#### 15 ways to select text in a Word document

Besides entering text, selecting text is probably the most common task for most Word users. Almost every task begins by selecting something. Perhaps that's why there are so many ways to select text. The following list includes the methods I use. There are more - I left off a few because I've listed easier methods. If you have a favorite that I haven't listed, please share it with us.

#### **Click and drag**

Probably the most intuitive and common way to select text is to click and drag the mouse in any direction.

#### **[Shift]+arrow**

To move one character or one line at a time, hold down the [Shift] key while pressing the right and left arrow keys and the up and down arrow keys, respectively.

#### **[Shift]+[Home] [End]**

Pressing [Shift] + [Home] selects everything from the insertion point to the left margin in the current line. Similarly, [Shift]+[End] selects everything from the insert point to the last character to the right.

#### **Double-click**

To select the current word, double-click it. Word will select to the left and right of the cursor, until it encounters a space character.

#### **Triple-click**

A triple-click selects the current paragraph.

#### **Margin+click**

To select an entire line, move the cursor into the left margin. When you see the insertion pointer turn into an arrow pointer, click. Doing so will select the current line. You can also press [Home]+[Shift]+[End], but doing so is a bit awkward.

#### **Margin+click and drag**

This selection method is similar to the previous one. If you drag while holding down the mouse, Word will select multiple lines, even paragraphs. Word will stop selecting when you stop dragging.

#### **[Ctrl]+a**

Pressing [Ctrl]+a selects the entire document.

**[Ctrl]+click**

To select a sentence (not just a line), hold down [Ctrl] and click any place within the sentence.

**Click+[Shift]+click**

To select a block of text, click at one end of the block. Then, hold down the [Shift] key and click a second time at the opposite end of the block.

**[Alt]+drag**

This combination selects a vertical block. While holding down [Alt], click and drag up or down. (You must press [Alt] first.)

**Selection+[Ctrl]+selection**

To select two noncontiguous blocks of text, select the first bit of text. Then, hold down [Ctrl] while you select the next, and the next, and the next - use it to select two or several non-contiguous areas. (I probably use this one more than any other besides click and drag - it's great for applying the same format to several spots.)

**[Ctrl]+[Shift]+[Right arrow] [Left arrow]**

Use this combination to select from the current position to the right or left of the current word, depending on whether you press the right or left arrow, respectively.

**[Ctrl]+[Shift]+[Up arrow] [Down arrow]**

This combination selects from the current position to the beginning or ending of the current paragraph, depending on whether you press the up or down arrow, respectively.

**[Alt]+[Ctrl]+[Shift]+[Page Up] [Page Down]**

This is another awkward keystroke combination that selects from the current insertion point to the beginning or the ending of the current window (what you see on the screen), respectively. This one's awkward enough that I'd probably use a quick click and drag instead.